



**PERFORMANCE BASED GRANT UNIT UNDER PUNJAB CITIES
PROGRAM, FINANCE DEPARTMENT**

CAREER OPPORTUNITY

The Government of Pakistan has received a loan, Credit No.6243-PK from International Development Association (IDA) towards the cost of Punjab Cities Program (PCP). In order to strengthen implement performance-based grant system and municipal finances, Finance Department intends to utilize the funds under (Window-2) for hiring of various experts having relevant qualification and experience for establishment of PBGU for institutional strengthening and capacity building of the Finance Department. Finance Department is seeking the services of following professionals for Punjab Cities Program (PCP)

Sr. No.	Name of Post (No. of Posts)	Qualification and Experience	Age limit (Min – Max)
1	Unit Head PBGs (01 post) (Location: Lahore)	<ul style="list-style-type: none">• At least Master's degree in Business Administration / Public Policy / Public Administration / Economics / Development Studies, Project Management from a reputable and HEC recognized University / Foreign University.Or• Professional qualification [FCA / FCMA / FCCA / ICAEW (Fellow)] <p><u>Experience</u></p> <ul style="list-style-type: none">• A minimum of 15 years of relevant professional experience, including 10 years post qualification experience, of working in public or private sector in the field of public policy, public finance/municipal finance, social sector, NGOs, project management, consulting or advisory role at national and international level.• Minimum 5 years of experience is also required in a lead / senior role.• Track record of working with government preferably in public finance or municipal finance or institutional / programme development or local government and experience of working with donor funded programs will be desirable• Experience of working in project / program implementation as employee or consultant regarding monitoring & evaluation, performance evaluations will also be an added advantage;• Demonstrated analytical and writing skills;• Demonstrable ability to deliver high quality outputs while working under pressure and within tight time schedules	<ul style="list-style-type: none">• Minimum 40 Years

2	Senior Financial Analyst (02 posts) (Location: Lahore)	<ul style="list-style-type: none"> • At least Master's degree in Finance, Economics, Business Administration or equivalent from a reputable University recognized by HEC. Or • Professional qualification [CA / ACMA / ACCA / ICAEW] <p><u>Experience</u></p> <ul style="list-style-type: none"> • A minimum of 07 years of overall relevant professional experience is required. • 05 years post qualification experience (in case of professional qualifications) and 07 years of post-qualification experience in other cases, of working in public or private sector in the field of accounting & finance, audit, business administration, consulting and / or advisory, financial management, at national and international level. • Working experience knowledge of financial analysis; • Track record of working with government; experience of working with donor funded projects will be an added advantage; • Experience of working with local governments in Pakistan (or internationally) would also be an added advantage; • Full proficiency in Microsoft Windows applications, namely Excel, Word and Power Point. Demonstrated ability to learn new technology quickly and effectively use it for maximum productivity; • Excellent analytical skills. The ability to develop and apply methodologies to test and explain changes in financial trends and results using computer assisted techniques. • Comfortable working in pressured environment with capacity to deliver high-quality outputs and results to tight deadlines; • High degree of self-motivation and proven ability to work under minimum supervision and as part of a team. 	<ul style="list-style-type: none"> • Minimum 30 Years
3	Data Analysts (02 posts) (Location: Lahore)	<ul style="list-style-type: none"> • 16 years of education leading to a degree in Finance, Business Analytics, Data Analytics, Economics, Statistics, or equivalent discipline from a reputable HEC recognized University. <p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum 03 years of experience in data management/data analysis related to financial management/ budgeting & planning or related fields. Experience of working with government on data analytics and on donor funded projects will be an added advantage. 	<ul style="list-style-type: none"> • 25-50 Years
4	Office Boy (01 post) (Location: Lahore)	<ul style="list-style-type: none"> • Matric 	<ul style="list-style-type: none"> • 18-25

Applications with updated CV, latest photographs, attested copies of CNIC, educational certificates/degrees and experience certificates should be submitted at the below mentioned address. Incomplete applications or application received after the due date will not be considered. Only shortlisted candidates will be invited for the interview. No TA/DA will be paid in this regard. The service of selected applicants will be terminated whose degree(s) / education certificate(s) are found bogus. Market Based Salary commensurate with experience and qualification will be offered to the selected candidates. The detailed job descriptions / Terms of References (TORs) may also be viewed at the official website: <https://finance.punjab.gov.pk/careers>. Last date for submission of application is 12th July, 2023.

**Section Officer (E&A)
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